

# ***Division of Community Services***

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August 31, 2009

TO: Kitty Fields, PHR, CPM, Human Resources Manager

FROM: Deb Barsell, MSW, Community Services Director

SUBJECT: Revision of Transit Department Job Description – Transit Manager

We are requesting approval for a job description revision of the Transit Coordinator to Transit Manager within the Transit Department. A review of the job description was predicated on the termination of the Transit Coordinator and the need to fill the position. In consultation with the County Administrator, it was deemed necessary to send the revised job description to the BOCC at this time in order to ensure the following:

- The position would be advertised with clear definition of functions and duties of the job in relation to current operational and administrative realities.
- The need to clarify the position responsibilities for managing the Transit Department.
- To account for strategic direction of the Department and the Transit Manager's role in achieving departmental performance measures.

We are asking for the revised position description to be presented to the Board of Sumter County Commissioners on September 9, 2009, for approval. This action will facilitate filling the Transit Manager position vacated by the incumbent on August 24, 2009.

Thank you for your assistance in this process.

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